



BID SOLICITATION

Page 1 of 16
Printed: 3/18/2005

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
CAPITOL HILL
PROVIDENCE RI 02908

BID NUMBER: B04898
TITLE: ENVELOPES (MPA 49)
BID OPENING DATE AND TIME:
04/04/2005 2:20 PM

BUYER: JOHN COWELL
PHONE #: (401) 222 - 2142 ext. 114
BLANKET PERIOD: 4/1/05 - 5/31/06

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RELEASE AGAINST RI MPA**

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**ADMINISTRATION
MASTER PRICE AGREEMENT
RELEASE AGAINST RI MPA**

Requisition Number(s): MPA #49

Item	Class-Item	Quantity	Unit	Unit Price	Total
	BLANKET REQUIREMENTS: 4/1/05 - 5/31/06 WITH OPTION TO EXTEND FOR 1 YEAR SOLELY AT THE DISCRETION OF THE STATE MPA #49 - ENVELOPES				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>BIDDING</p> <p>(a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.</p> <p>(b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered.</p> <p>(c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost.</p> <p>(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request.</p> <p>ORDERING</p> <p>(a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period.</p> <p>(b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.</p>				

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	<p>STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).</p> <p>REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number.</p> <p>Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.</p>				

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	<p>AWARDS EXTENDING BEYOND JUNE 30TH ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.</p> <p>BIDDERS MUST BID ALL ITEMS TO BE CONSIDERED. AWARD WILL BE BASED ON TOTAL LOW.</p> <p>IF SAMPLES ARE REQUESTED, THEY MUST BE PROVIDED WITHIN TEN (10) WORKING DAYS OF REQUEST DATE. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF BID.</p> <p>ALL ENVELOPES, (ITEMS 1 THROUGH 16) MUST BE 24#, WHITE WOVE, PRESS READY - NO PRINTING. THEY MUST BE PRICED PER M AND MUST HAVE MANUFACTURER'S NAME, BRAND AND STOCK # TO BE PROVIDED TO BE CONSIDERED FOR AWARD.</p>				

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	WHEN BIDDING ON RECYCLED ITEMS, PLEASE PROVIDE RECYCLED PAPER CONTENT AND PERCENTAGES. ALL ORDERS ARE F.O.B. DELIVERY.				
1.0	310-24 #6 3/4 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	41.00	M	_____	_____
2.0	310-24 #6 3/4 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____	10.00	M	_____	_____
3.0	310-24 #9 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	268.00	M	_____	_____

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4.0	310-24 #9 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____	10.00	M	_____	_____
5.0	310-24 #9 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	10.00	M	_____	_____
6.0	310-24 #9 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____	5.00	M	_____	_____
7.0	310-24 #10 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	2010.00	M	_____	_____

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8.0	310-24 #10 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____	20.00	M	_____	_____
9.0	310-24 #10 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	1800.00	M	_____	_____
10.0	310-24 #10 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____	100.00	M	_____	_____
11.0	310-24 #10 WHITE WOVE, 24# POLYSTANDARD WINDOW ENVELOPE WITH SECURITY SCREEN TINT INSIDE, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	40.00	M	_____	_____

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12.0	310-24 #10 WHITE WOVE, 24# POLYSTANDARD WINDOW ENVELOPE WITH SECURITY SCREEN TINT INSIDE, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, #: _____	10.00	M	_____	_____
13.0	310-24 #11 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	122.00	M	_____	_____
14.0	310-24 #11 WHITE WOVE, 24# ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, #: _____	10.00	M	_____	_____
15.0	310-24 #11 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	2.00	M	_____	_____

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16.0	310-24 #11 WHITE WOVE, 24# WINDOW ENVELOPES, PRESS READY - DIAGONAL SEAM/COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #:_____ CONTENT, %:_____ THE FOLLOWING ITEMS, 17 THROUGH 30, ARE MANILA-CLASP ENVELOPES, SUB 32 - NO PRINTING. PRICE PER BOX OF 100. MANUFACTURER, BRAND, AND STOCK # MUST BE PROVIDED TO BE CONSIDERED FOR AWARD.	1.00	M	_____	_____
17.0	310-24 #63 - 6 1/2" X 9 1/2" 100/BOX - REGULAR PAPER MFG./BRAND - STOCK #:_____ 310-24 #63 - 6 1/2" X 9 1/2" 100/BOX - RECYCLED PAPER MFG./BRAND - STOCK #:_____ CONTENT, %:_____	24.00	BX	_____	_____
18.0	310-24 #63 - 6 1/2" X 9 1/2" 100/BOX - RECYCLED PAPER MFG./BRAND - STOCK #:_____ CONTENT, %:_____	5.00	BX	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
19.0	310-24 #75 - 7 1/2" X 10 1/2" 100/BOX - REGULAR PAPER MFG./BRAND - STOCK #:_____	14.00	BX	_____	_____
20.0	310-24 #75 - 7 1/2" X 10 1/2" 100/BOX - RECYCLED PAPER MFG./BRAND - STOCK #:_____ CONTENT, %:_____	5.00	BX	_____	_____
21.0	310-24 #93 - 9 1/2" X 12 1/2" 100/BOX - REGULAR PAPER MFG./BRAND - STOCK #:_____	50.00	BX	_____	_____
22.0	310-24 #93 - 9 1/2" X 12 1/2" 100/BOX - RECYCLED PAPER MFG./BRAND - STOCK #:_____ CONTENT, %:_____	10.00	BX	_____	_____
23.0	310-24 #95 - 10" X 12" 100/BOX - REGULAR PAPER MFG./BRAND - STOCK #:_____	10.00	BX	_____	_____

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24.0	310-24 #95 - 10" X 12" 100/BOX - RECYCLED PAPER MFG./BRAND - STOCK #: CONTENT, %:	5.00	BX		
25.0	310-24 #98 - 10" X 15" 100/BOX - REGULAR PAPER MFG./BRAND - STOCK #:	30.00	BX		
26.0	310-24 #98 - 10" X 15" 100/BOX - RECYCLED PAPER MFG./BRAND - STOCK #: CONTENT, %:	5.00	BX		
27.0	310-24 #105 - 11 1/2" X 14 1/2" 100/BOX - REGULAR PAPER MFG./BRAND - STOCK #:	10.00	BX		
28.0	310-24 #105 - 11 1/2" X 14 1/2" 100/BOX - RECYCLED PAPER MFG./BRAND - STOCK #: CONTENT, %:	5.00	BX		

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29.0	310-24 #110 - 12" X 15 1/2" 100/BOX - REGULAR PAPER MFG./BRAND - STOCK #:_____	100.00	BX	_____	_____
30.0	310-24 #110 - 12" X 15 1/2" 100/BOX - RECYCLED PAPER MFG./BRAND - STOCK #:_____	10.00	BX	_____	_____
	CONTENT, %:_____				
31.0	310-24 CATALOG ENVELOPE, BROWN KRAFT, 9 1/2 X 12 1/2, 28 LB., REGULAR COMMERCIAL GLUED FLAP - REGULAR PAPER MFG./BRAND - STOCK #:_____	75.00	M	_____	_____

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TERMS OF PAYMENT: _____

**DO NOT SIGN BID ON THIS PAGE!
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BID SOLICITATION

Page 13 of 16
Printed: 3/18/2005

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
CAPITOL HILL
PROVIDENCE RI 02908

BID NUMBER: B04898
TITLE: ENVELOPES (MPA 49)
BID OPENING DATE AND TIME:
04/04/2005 2:20 PM

BUYER: JOHN COWELL
PHONE #: (401) 222 - 2142 ext. 114
BLANKET PERIOD: 4/1/05 - 5/31/06

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RELEASE AGAINST RI MPA**

Requisition Number(s): MPA #49

Item	Class-Item	Quantity	Unit	Unit Price	Total
32.0	310-24 CATALOG ENVELOPE, BROWN KRAFT, 9 1/2 X 12 1/2, 28 LB., REGULAR COMMERCIAL GLUED FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____	25.00	M	_____	_____
33.0	310-24 CATALOG ENVELOPE, WHITE, 9 1/2 X 12 1/2, 28 LB., REGULAR COMMERCIAL GLUED FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	40.00	M	_____	_____

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

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BID SOLICITATION

Page 14 of 16
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STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
CAPITOL HILL
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BID NUMBER: B04898

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RELEASE AGAINST RI MPA**

Requisition Number(s): MPA #49

Item	Class-Item	Quantity	Unit	Unit Price	Total
34.0	310-24 CATALOG ENVELOPE, WHITE, 9 1/2 X 12 1/2, 28 LB., REGULAR COMMERCIAL GLUED FLAP - RECYCLED PAPER MFG./BRAND - STOCK #:_____ CONTENT, %:_____	10.00	M	_____	_____
	ITEMS #35 - 42 ARE COLORED ENVELOPES				
35.0	310-24 #9 GREEN WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #:_____	40.00	M	_____	_____
36.0	310-24 #9 GREEN WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #:_____	10.00	M	_____	_____
	CONTENT, %:_____				

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BID SOLICITATION

Page 15 of 16
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STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
CAPITOL HILL
PROVIDENCE RI 02908

BID NUMBER: B04898

TITLE: ENVELOPES (MPA 49)

BID OPENING DATE AND TIME:

04/04/2005 2:20 PM

BUYER: JOHN COWELL
PHONE #: (401) 222 - 2142 ext. 114
BLANKET PERIOD: 4/1/05 - 5/31/06

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MASTER PRICE AGREEMENT
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Requisition Number(s): MPA #49

Item	Class-Item	Quantity	Unit	Unit Price	Total
37.0	310-24 #9 BLUE WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #:_____	80.00	M	_____	_____
38.0	310-24 #9 BLUE WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #:_____	20.00	M	_____	_____
	CONTENT, %:_____				
39.0	310-24 #10 BLUE WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #:_____	80.00	M	_____	_____
40.0	310-24 #10 BLUE WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #:_____	20.00	M	_____	_____
	CONTENT, %:_____				

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MASTER PRICE AGREEMENT
RELEASE AGAINST RI MPA**

Requisition Number(s): MPA #49

Item	Class-Item	Quantity	Unit	Unit Price	Total
41.0	310-24 #10 PINK WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - REGULAR PAPER MFG./BRAND - STOCK #: _____	40.00	M	_____	_____
42.0	310-24 #10 PINK WOVE, 24# REGULAR ENVELOPE - COMMERCIAL FLAP - RECYCLED PAPER MFG./BRAND - STOCK #: _____ CONTENT, %: _____ DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.	10.00	M	_____	_____
				TOTAL:	_____

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

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